Historic, Archive Document

Do not assume content reflects current
scientific knowledge, policies, or practices.

PMA PROCEDURE TRANSMITTAL

NOTICES

SICK LEAVE ANALYSIS DATA: The special study of absences due to illness, as prescribed in Administrative Notice No. 118, has been discontinued. Form AD-29 is no longer required for sick leave or other leave taken because of illness. DISTRIBUTION: A- Washington only; B-Washington only.

ADMINISTRATIVE
NOTICE NO. 141
9-30-49

CLOSING OF THE PHILADELPHIA, PA. OUTPORT OFFICE OF THE NEW YORK PMA COMMODITY OFFICE: Announced the closing of the Philadelphia Outport Office effective October 14, 1949. DISTRIBUTION: A, E (Distributed Separately).

ADMINISTRATIVE
NOTICE NO. 142
9-30-49

TRANSFER OF FERTILIZER RESPONSIBILITIES AND FUNCTIONS: Transfers the responsibilities and functions related to fertilizer from the Office of the Assistant Administrator for Production to the Price Support and Foreign Supply Branch. DISTRIBUTION: A, B (Distributed Separately).

CORRECTION IN
ADMINISTRATIVE
NOTICE NO. 137
9-15-49

The designation of the Pacific Area Management Office in Administrative Notice No. 137 is hereby corrected to read "Western Area." Make change in ink accordingly in Administrative Notice No. 137 dated 9-15-49. DISTRIBUTION: A, B.

NEW AND REVISED PROCEDURES

TABLE OF CONTENTS
MANUAL "B"
Revised 10-17-49

TABLE OF CONTENTS - PMA PROCEDURE MANUAL "B": Includes releases and changes through Procedure Transmittal 200. Remove Table of Contents dated 11-24-48 from the Manual and insert new Table of Contents. DISTRIBUTION: B

211.1
Page 1
Revised 10-6-49

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL: Page 1, par. II A revised to add to the list of officials who may authorize travel, the heads of recently designated staff offices under the Assistant Administrator for Management. Remove pages 1 and 2 and insert the attached. DISTRIBUTION: A, B.

310.7
2-24-49
Change

DISTRIBUTION OF COPIES OF PERSONNEL ACTION (STANDARD FORM 50) FOR FIELD EMPLOYEES: Make the following change in ink: In par. II A, on page 1, under distribution of Bureau copy, change "auxiliary" to "roster." DISTRIBUTION:(A-06, 07, 25, 26) (B-26).

DISTRIBUTION: A, B.

347.1
Page 25
Revised 10-12-49

LEAVE REGULATIONS AND ROUTINES: Paragraph XIII,
I added, quoting Public Law No. 233, 81st Congress
...which authorizes the excusing from duty of
veterans to participate in certain military funeral
ceremonies. Remove page 25 from the manual and
insert the attached revised page. DISTRIBUTION: A, B.

689.1
10-7-49

RECORDING AND REPORTING LOSSES ON SALES UNDER THE
INTERNATIONAL WHEAT AGREEMENT: Prescribes procedure
for PMA Commodity Offices for recording and report-
ing losses sustained by CCC on sales of CCC-owned
wheat and wheat flour under the International Wheat
Agreement. DISTRIBUTION: A, B.

FORMS MANUAL INSERTIONS

The following forms are obsolete. Remove Forms Manual Insertions
from the Manual:

AD-250
11-5-46

ACCIDENT REPORT: No longer in print. DISTRIBUTION:
(A-Except 31), B.

AD-252
5-1-46

MOVEMENT OF HOUSEHOLD GOODS AT GOVERNMENT EXPENSE:
No longer in print. DISTRIBUTION: (A-Except 31), B.

FDA-594
7-15-46

ABSTRACT OF DELIVERY ORDERS: DISTRIBUTION: A-01,
05, 06, 09, 15, 16, 18, 25, 28, 30, 31.

PMA-85
4-16-47

DIRECTORY OF SHIPPING AND STORAGE FIELD OFFICES:
DISTRIBUTION: A, B.

PMA-180
7-10-46

CONDITIONS FOR TRANSFER OF SURPLUS PROPERTY:
DISTRIBUTION: A, B.

PMA-235
9-11-46

CONDITIONS FOR SALE OF CCC-OWNED COMMODITIES TO
GOVERNMENT AGENCIES: DISTRIBUTION: A, B.

PMA-237
2-10-47

GENERAL INFORMATION AND CONDITIONS FOR SALE OF SUR-
PLUS PROPERTY: DISTRIBUTION: A, B.

PMA-301
10-9-46

DIRECTORY OF AREA FISCAL OFFICES: DISTRIBUTION:
A, B.

SMA-120   PUBLIC VOUCHER – PURCHASE PROGRAMS: Superseded by
7-15-46   Form CCC-125. DISTRIBUTION: (A),(B-05, 09, 16, 18,
                 26, 30).

SMA-1292   LOADING INSTRUCTIONS: DISTRIBUTION: (A), (B-05, 09,
7-15-46   16, 18, 26, 30).

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